



TEXAS SOUTHERN UNIVERSITY

Space Change Request

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Initiate the form

1. Go to <https://www.adobe.com/sign.html> and log into it with your TSU credentials (ID is firstname.lastname@tsu.edu and your computer password)

Adobe Acrobat Sign

Sign In To Your Account

Email:

Password:

☐ Remember Me

[Sign In](#)

[I forgot my password](#)

Don't have an Adobe Acrobat Sign Account?
[Sign up for a free trial](#)

Adobe Acrobat Sign works right inside your everyday apps.
[Learn more](#)

TSU
Texas Southern University

tsuoutweb@tsu.edu

Enter password

.....


[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)

2. Assign signers and fill out the form

- 1) Click “Start from library” button.
- 2) Select “Workflows” on the left navigation. Then, select “FM – Space Change Request.”



TEXAS SOUTHERN UNIVERSITY


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Adobe
Acrobat Sign


Home Send Manage Reports Account

Welcome, TSU

3 IN PROGRESS

2 WAITING FOR YOU

 EVENTS AND ALERTS



Send a document for signature

Request e-signatures on a new agreement, or start from your library of templates and workflows.

Request e-signatures

Start from library

Do more with Acrobat Sign

Start from library

Library

Recent Templates

Templates

Workflows

Search

(In progress) Finance - Authority to Travel

06/28/2022

Test Wrokflow

06/28/2022

HR - Position Request Form for Administration

07/07/2022

FM - Space Change Request

08/15/2022

Account Workflows

HR - Position Request Form

06/08/2022

HR - EER Employee Action Form

05/31/2022

HR - Leave Request Form (President's Office Direct Report)

07/20/2022

HR - Leave Request Form

07/20/2022

KTSU - Underwriter Agreement

03/03/2021

HR - Exit Checklist

03/08/2022

- 3) **Specify email addresses** of your department's head and vice president or provost to get an approval.
- 4) **Update the "Document Name"** with descriptive title of your request.
- 5) **Click "Add file" to attach a supporting document** if applicable.
- 6) **Click "Send" button.**

FM - Space Change Request

How this workflow works?
Please specify all signers and then click the "Send" button to begin completing the form. Once the form has been filled out, click the "Click to Sign" button at the bottom of the screen to initiate the approval process.

Send from: Test Group more

Recipients

Requestor*

Myself

Email

Department Head : please specify the email address of the Department Head.*

Enter recipient email

Email

Department's Vice President or Provost : please specify the email address of the Department's Vice President or Provost.*

Enter recipient email

Email

Campus Space Utilization*

generalfacilitiesoperations@tsu.edu

Email

CC Hide

Cc

Enter CC's emails

Document Name *

FM - Space Change Request

Message

Please fill out the form and sign it.

Files

Change Request Form *

FM - Space Change Request

Please attach the documents if applicable [Add File](#)

Send

- 7) **Fill out the form.** Once you complete to fill the form out and sign on it, click “Click to Sign.”

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FM - Space Change Request - TEST

Required Approvals, in Order: (***All signatures must be present to indicate full approval and are subject to review by the Texas Higher Education Coordinating Board. If a request is not approved, the request will be denied in full.*)

Requestor:
 Signature: TSU OIT-Web
 Printed Name: TSU OIT-Web
 Date:
 Click to change

Department Head:
 Signature:
 Printed Name:
 Date:
 Signature:
 Printed Name:
 Date:

Department's Vice President or Provost:
 Signature:
 Printed Name:
 Date:

Campus Space Utilization:
 Signature:
 Printed Name:
 Date:

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with TEXAS SOUTHERN UNIVERSITY.

Click to Sign

- 8) Once your request is sent out, you will see the confirmation message below. The form will go through signers for their review/signatures.

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Send Manage Reports Account

You have successfully signed "FM - Space Change Request - TEST".

A copy has also been sent to you at tsuoitweb@tsu.edu for your records.
 "FM - Space Change Request - TEST" was sent for signature to Hye Jung Shim (hye.shim@tsu.edu), hye.shim@tsu.edu, and generalfacilitiesoperations@tsu.edu. They will complete "FM - Space Change Request - TEST" in order, one after the other.
 As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders
 Reminders sent until completion: Every day

You will be alerted:

- If the document you sent has not been viewed by today at 5:41 PM.
- If the document you sent has not been signed by Aug 18 at 9:41 AM.

[Change alert settings](#)

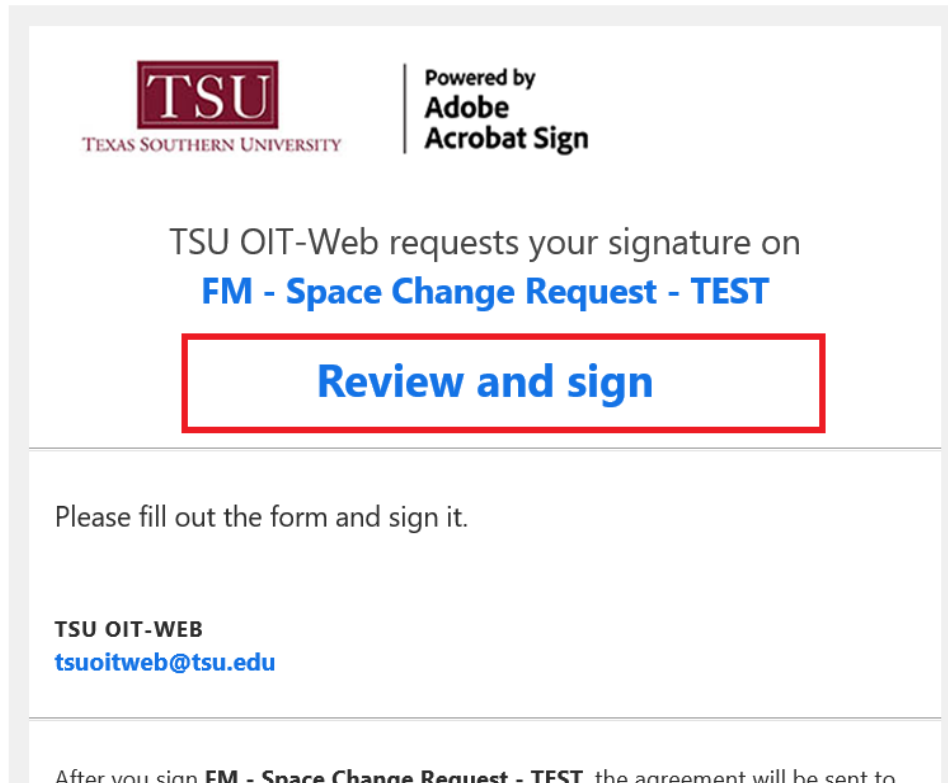
What's next?
[Send Another Document](#) | [Manage This Agreement](#)

All agreements that are not completed within 365 days will be automatically expired.

Sign/Decline/Delegate the form

The signing/approval process of the form is **1) Department's Head, and 2) Department's Vice Present, or Provost.**

1. Once open the email in inbox, **click "Review and sign."**



2. Review and Sign

- 1) Click "Start", which will take you to the location that you need to sign on it.
- 2) Once click "Click to Sign", you will see the signing panel below.
- 3) Put your signature by typing, drawing, or attaching the signature image. Then click "Apply."
- 4) Date item will be filled automatically. Click "Click to Sign"

Review and Sign

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FM - Space Change Request - TEST

Required fields complete

Requestor:
 Signature: TSU OIT-Web
 Printed Name: TSU OIT-Web
 Date:

Department Head:
 Signature: Hye Jung Shim
 Printed Name: Hye Jung Shim
 Date: 08/17/2022

Department's Vice President or Provost:
 Signature:
 Printed Name:
 Date:

Campus Space Utilization:
 Signature:
 Printed Name:
 Date:

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with TEXAS SOUTHERN UNIVERSITY.

Click to Sign

3. Delegate signing to someone else

- 1) Once open the form, click "Delegate signing to another" on the top left,

Review and Sign

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FM - Space Change Request - TEST

Next required

Options

- Read agreement
- Delegate signing to another**
- Decline to sign
- Clear document data
- View history
- Download PDF
- Legal Notices

Space Change Request Form

INSTRUCTIONS:
 This form is used to request changes to campus space use, department association, room capacity, addition/deletion of space, change in CIP code, and/or change of room function program code. The request must be fully routed and approved prior to the alteration of space utilization.
 Please reach out to the **Campus Space Utilization** with questions regarding the form or the current space use and information, as reported to the Texas Higher Education Coordinating Board.

Requesting Department/College/Division: OIT TEST

Start

- 2) Specify an email address you want to delegate signing to and type the message. Then, click "Delegate." An email will be sent, asking delegator to sign.

Delegate this document

To send this document to another individual for signature, enter their email address and a message below.

Email Address

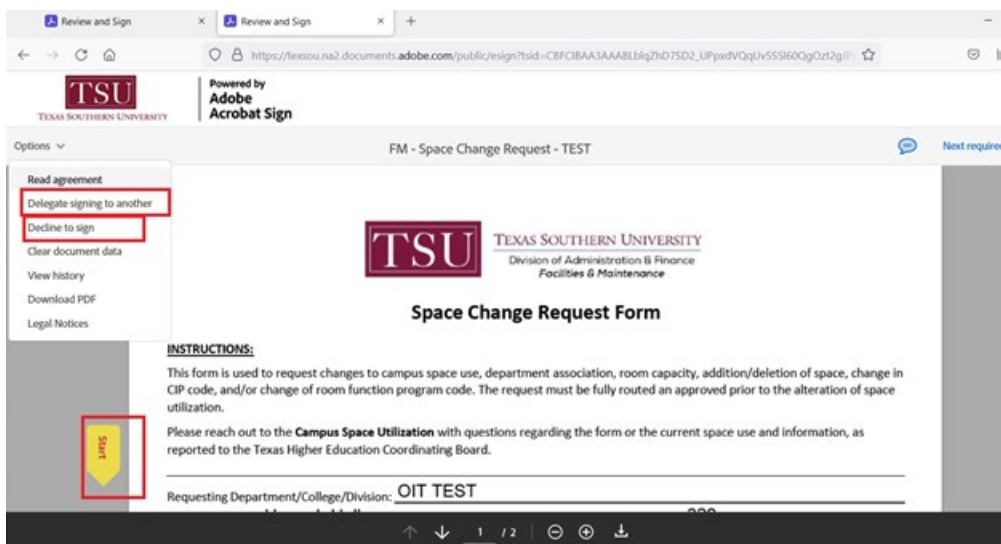
Enter your message

Cancel **Delegate**

- 3) Here is quick video about how to delegate by using document management in Adobe Sign: <https://helpx.adobe.com/sign/how-to/adobe-delegate-signing.html>

4. Decline to sign

- 1) Once open the form, click “Decline to sign” on the top left.



- 2) Add a reason for declining and then, click “Decline.” The form will be canceled, and Initiator will be emailed with the message you put in.

Decline this agreement

Please provide a reason for declining this agreement.

A screenshot of the "Decline this agreement" form. At the top, it says "Decline this agreement". Below that is a prompt: "Please provide a reason for declining this agreement." A large text input area is highlighted with a red rectangular box. Inside the input area, the text "This is a new" is visible. Below the input area, there are two buttons: "Cancel" and "Decline". The "Decline" button is highlighted with a red rectangular box.

More Resources

- a) [Adobe Sign Training videos and document](#)
- b) [Adobe Sing Learn & Support](#)

Technical support is available 24/7 by emailing IT Service Center:
itservicecenter@tsu.edu or submitting a case: ***http://itservicecenter.tsu.edu***

As always, we appreciate your support as we continue to improve the tools that ensure
“Excellence in Achievement.”

